

Information for Parents and Carers

Going to Meetings

Meetings go better when there are no surprises.

There is a lot you can do to prepare for a meeting and avoid tricky situations.

How are you feeling about the meeting?

Are you anxious, upset or angry? If so why? It helps to remember that other people at the meeting may also be feeling nervous or defensive. If you feel at ease and can think clearly your contribution will be more effective. Would it help if someone you knew went with you?

Before the meeting

Check the basics

Do you know when and where to go?

Who else is invited?

Do you want anyone else to be there?

Get the paperwork together so you can go through it beforehand.

Have you got copies of everything you need? If not ask for copies.

Do you need to send back any paperwork before the meeting?

If so do you need help to complete it? If so call SENDIASS on 0191 4784667

Think about what the meeting is for?

Who asked for the meeting?

Are you looking for information or for a particular action?

Will any important decisions be made?

Make a list of questions to ask or points you want to discuss.

As the meeting goes on tick off the points as they are answered and refer to it to make sure everything you want is covered.

At the meeting

Take any reports or information with you.

Also have a pen and pad so you can record any important information or questions you might have. If you have someone with you ask them to take notes for you.

Do you know everyone?

Before the meeting starts ask everyone to introduce themselves.

Don't be afraid to ask questions

If you don't understand what professionals are saying, stop them and ask them to explain to you what is being said. They sometimes forget about not using jargon.

Keeping on track

Sometimes information or issues come up that take the meeting off track - refer to the notes you brought with you to ensure your questions or points are discussed too. Try to offer positive solutions so that things can move forward.

Make sure someone is taking notes.

Ask if these will be sent to you after the meeting.

Summing Up

At the end of the meeting make sure the person who is in charge of the meeting goes through all the points that have been made and the actions to be carried out and who is to do them.

What happens next?

Do you need a follow-up meeting to see what progress has been made?
Make a date and put it in your diary.

If you need to ask any questions or want to discuss how the meeting went,
Contact Barnardo's SENDIASS on southteessendiass@barnardos.org.uk